# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Safeguarding Adults Board Support Coordinator

# Department: Adult Social Care and Health

# Grade: [East Sussex Single Status Grade 12](https://new.eastsussex.gov.uk/jobs/benefits/east-sussex-single-status)

# Responsible to: Safeguarding Adults Board Development Manager

# Purpose of the Role:

To provide support to the safeguarding business needs and core statutory functions of the Safeguarding Adults Board (SAB), including supporting the coordination of Safeguarding Adult Reviews, Practice Development, Communications and Quality Assurance activity.

To identify areas for development and make recommendations for improvement that contribute to improving the efficiency and effectiveness of the work of the SAB.

This role will have a central, visible, and highly influential role in coordinating four key inter-related functions of the SAB: Safeguarding Adults Reviews (SARs), Practice Development, Communications and Quality Assurance. You will provide support flexibly to the SAB and Adult Social Care business needs and priorities that may fluctuate and change.

SABs are statutory boards following the implementation of the Care Act 2014. This change to statutory status came into effect in April 2015 and brought with it statutory duties that needed to be effectively embedded. The post holder will be engaging with senior personnel from Adult Social Care, Health, Police, other Boards, Partnerships, and agencies. They will be expected to manage these relationships and represent the Board at the most senior level.

**Key tasks:**

1. Responsible for supporting the Head of Adult Safeguarding and SAB Manager in overseeing SARs and alternative review processes. This could include establishing SAR Panels, production of chronologies, collating and delivering information for meetings, acting as a point of contact for multi-agency partners, SAR reviewers and family members involved in the SAR process.
2. Responsible for the triaging of SAR referrals and providing advice and support to internal and external agencies as to what constitutes a SAR.
3. Responsible for supporting the Head of Adult Safeguarding and SAB Manager in ensuring SARs are current, timely, of good quality, effectively disseminated through learning and monitoring how learning is implemented by partner agencies.
4. To provide regular updates to the Head of Adult Safeguarding and SAB Development Manager to ensure that issues relating to the SAR process are highlighted and managed.
5. Responsible for requesting information from SAB partner agencies to ensure the SAR process is effective and functioning in line with the SAR Quality Framework.
6. Updating SAB partners and various audiences on current SAR activity.
7. Supporting the development of safeguarding policies and procedures where required.
8. Responsible for undertaking activity to improve safeguarding practice within partner agencies and across the voluntary and community sector.
9. Support the delivery of a collaborative and shared approach to training and workforce development, taking in account learning from national and local Safeguarding Adults Reviews (SARs), audit activity and any other relevant learning.
10. Lead system development to ensure learning from audits, SARs and other case reviews are embedded across partner agencies to drive forwards improvements, including producing learning briefings and supporting learning events.
11. Lead the administrative and business functions of the SAB subgroups alongside the Subgroup Chairs as required.
12. Ensuring effective, timely and clear communications needed by the Head of Adult Safeguarding and SAB Manager, the Board via various communication streams including email, SAB newsletters, and social media. Responsible in conjunction with the SAB Manager for managing content on the SAB website.
13. Effective liaising and engagement with partners and their communications teams, as well as leading on planning and organising Board events.
14. Assist with the content and design of information and publicity materials, including learning briefings, leaflets, articles, and web-based information.
15. Coordination of multi-agency audits where required.
16. Support the SAB Manager with other SAB activities as required such as the oversight and management of Safeguarding Adults Reviews processes and through contributing to the development and production of the SAB’s Work Plans, Strategic Plan and Annual Report.

# PERSON SPECIFICATION

**Essential key skills, abilities, knowledge, experience, values, and behaviours**

* Ability to manage multiple priorities and deliver effectively.
* Project manage multiple workstreams.
* Written and verbal communication skills with ability to prepare evidence-based reports and present with impact.
* Able to converse at ease with people and provide advice in accurate spoken English.
* Analytical skills in assimilating information and audit activity to produce performance information.
* Political and organisational awareness.
* Able to identify and present critical issues in relation to service deficiencies and improvements to the Safeguarding Adults Board.
* Effective negotiation and influencing skills.
* Demonstrable ability to work constructively with internal and external colleagues.
* Evidence of effective planning for service change and development.
* Self-motivated with ability to motivate others.
* Keyboard and IT skills.
* Knowledge of relevant legislation and guidance pertaining to Safeguarding, Mental Capacity and promoting the welfare of adults.
* Experience of quality assurance, auditing, and project management.
* Effective inter-agency and partnership working.
* A commitment to equal opportunities and principles of equality, diversity and inclusion
* Logical, innovative, change orientated.
* Able to understand and interpret sensitive information and apply appropriate levels of confidentiality.
* Continued professional development in relevant areas that can clearly evidence the essential criteria of the post.

# Desirable qualifications, experience

* Skills in relevant professional specialism.
* Project management qualification.
* Knowledge of how Safeguarding Adults Boards, Safeguarding Children Partnerships, Health and Wellbeing Boards and Community Safety Partnerships work together.
* Relevant experience in a similar role in NHS, ASC or Police.
* Experience of chairing multi-agency meetings.
* Experience of designing and delivering training initiatives.

**Document version control:**

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |